

WEEKLY REPORT FOR SUPPLY GROUP FOR PERIOD
ENDING 13 SEPTEMBER 1988

I. Status of Tasks Assigned by Senior Management:

None.

II. Major Events That Have Occurred During the Preceding Week:

25X1

S E C R E T

25X1 F. The Material Support Branch, Requirements Division,
25X1 remains heavily active in the processing of customer
requisitions. During the reporting period, 490 new
requisitions and requirements arrived at the Branch. Of this
figure, 90 percent of the requisitions had already been granted
a waiver for actions past procurement deadlines, 7 percent
returned to the Branch with a waiver (not having originally had
one), and 3 percent were returned to the customer for lacking
waivers for procurement action. [REDACTED]

25X1 G. The Expediting Section, Material Support Branch,
Requirements Division, has researched and updated over 10,500
line items during the past month in support of fiscal yearend
activities. [REDACTED]

25X1 H. During the past week, the Material Support Branch,
25X1 Requirements Division, has been coordinating with procurement
elements the new requisitioning and distribution procedures for
copier paper products under Printing and Photography Group/OL
management. An initial order for \$500,000 was processed to
fulfill paper requirements for DDO/APARS high speed copiers.
General Procurement Team had been working in advance to place
the order with the local Yorktown representative. [REDACTED]

25X1 I. In coordination with General Procurement Team and
25X1 Printing and Photography Group, the Material Support Branch,
Requirements Division has established new procedures to
eliminate yearly funding problems on contract items for which a
requirement exists to add a variance of "plus or minus 10%".
Funding problems normally occur at year end when the additional
quantity covered by the 10% is received but the required money
has not been committed and there is none available. For the
present and future years, the 10% variance will be committed in
ICS/CLAS even though the contract will continue to be written
as presently, by adding a second line item (not to be included
in the contract). This action will provide the Office of
Logistics with better control of PRA and ensure that required
monies are encumbered without the need to search for additional
funds at year end. [REDACTED]

25X1 J. The Support Division, Supply Group, conducted a Type II
25X1 property accountability tutorial for two students on
7 September. [REDACTED]

25X1 K. A videotape of the Federal Women's Symposium recently
25X1 held in the Headquarters auditorium was viewed by 25 Supply
25X1 Group employees on 8 and 9 September. [REDACTED]

III. UPCOMING EVENTS:

25X1 The Support Division, Supply Group (SG) will conduct the
Introduction to Supply course in the SG Conference Room on 15
and 16 September. Eight students are tentatively scheduled to
attend. [REDACTED]

IV. MANAGEMENT ACTIVITIES AND CONCERNS

None.